



## Junior Counselor Job Description

Responsible to: Division Unit Heads, Division Head Counselors

### **Junior Counselor**

*Age Requirement:* 16 to 18 years of age, rising junior or senior in high school

*Experience:* Babysitting, child development classes, prior camping experience, or similar experience

### General Responsibilities:

- Function as a Counselor in all manners as described below, except will not assume sole responsibility for supervision of the group at any time.
- Assist Senior Counselors in managing a group of 15 to 20 campers
- Participation in the general implementation of camp program including, but not limited to:
  - Morning Flagpole program
  - Daily activities
  - Special Events
- Assist and care for the needs of campers throughout the camp day
- Report camper issues immediately to the appropriate Unit Director
- Assist Specialists at each activity area
  - Guide and encourage camper participation
  - Participate appropriately in all activities
- Sit or stand as a lookout when at the Pool
- Assist with camper arrival and dismissal procedures
- Maintain a friendly and professional relationship with all camp staff and parents
- Implement safe, interesting and engaging free-time activities
- Participate in all staff training sessions and staff meetings
- Maintain a safe and healthy camp group by following:
  - Written safety procedures
  - Health regulations
  - Operating guidelines
- Identify and report environmental and other hazards when seen
- Sign in and out daily in the camp office
- Other duties assigned as needed

Please print your name, sign and date below.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date